The SHARE Functionality / Move Request

Sometimes a staff person (learner) may work for more than one provider agency. The process for moving or sharing a learner in the Relias System has changed. DIDD will no longer move learners in the Relias System in order for the prior agency to maintain the learner transcript in their reports for inactive learners' training that was completed while at that agency. In order for multiple agencies to see the electronic transcript for those shared staff/learners, Relias has created a "Master Account" for learners. This Master Account will allow the learner the capability to share their training information with multiple agencies. The great advantage to this new feature is the capability to share your training records with multiple agencies that you might work for during the course of your career. This shared account is explained in a webinar which can be found within in the Relias system and on the DIDD website by following this link:
http://video.essentiallearning.com/EL/TNDIDD Webinars/TNDIDD_RLMS_ShareFunctionalityOverview.wmv

There is a letter which should be given to all staff at your agency which explains that the Master Account needs to be created by the learner so their electronic transcript can be shared with all agencies that need access. The letter goes through the steps for creating a master account and linking it to a personal email account. The letter should be given to all staff. There are links to several free email services on the Relias homepage for the convenience of the learners. There is a copy of the letter in the appendix of this document.

New Agency Instructions:

If your agency is new to Relias, your staff can be added to the RLMS through an Excel spreadsheet upload rather than individually. For instruction and assistance with that bulk upload process contact the Relias Global Administrator in your regional office staff development office, or contact DIDD.ISQA@tn.gov - the process will be explained, forms sent to your agency, and further instruction on the Relias System will be provided. You must have completed the application process and been given a valid site code in order to have access to the Relias web training system. Also, provide a copy of the attached letter to all of your staff as noted in the paragraph above.

PLEASE SEE THE RELIAS WEB TRAINING ADMINISTRATOR RESOURCE PACKET FOR FULL DETAILS